

## **Consolidate Cases - Motion to**

### **Instructions:**

**Select** *Bankruptcy OR Adversary*

**Select** *Motions/Applications on Bankruptcy Menu; Motions on Adversary Menu*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Consolidate Cases](#)

**Insert** “Notice” if the document is titled Motion and Notice

**Select** Party

- Party filer not listed, Add/Create New Party

**Browse, Verify and attach** the correct pdf file

- Add attachments, if applicable

**Enter** Case Number

- Lead case number (i.e. 04-10101)
- Member case number(s) - other cases being consolidated (i.e. 04-20202, 04-30303)  
Separate with comma if more than one.

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.